

NORTH DAKOTA INTERAGENCY COORDINATING COUNCIL  
MEETING MINUTES  
SEPTEMBER 7, 2004  
BRYNHILD HAUGLAND ROOM  
STATE CAPITOL BUILDING

Present

Richard Brown	Gene Hysjulien
Paula Burckhard	Jeanette Kolberg
Peggy Crane	Roxane Romanick
Tammy Gallup-Millner	Linda Rorman
Ramona Gunderson	Shawn Stettner

Absent

Kari Chiasson
Virginia Cleveland
Bernard Hoggarth
Bill Lardy
Jolene Sjostrom
Angel Spottedhorse
George Starr

Staff Present

Deb Balsdon  
Connie Haag

Chairperson Peggy Crane called the meeting to order at 9:45 AM on September 7. A quorum was present. Introductions were made and the minutes of the June 3, 2004 quarterly meeting were approved.

TOPIC: Membership

ACTION: George Starr has been appointed to the Council in place of Renae Bear King. All positions are now filled.

TOPIC: Part C Budget

DISCUSSION: Deb Balsdon and the Council discussed the FFY 2001 and FFY 2002 Part C Expenditure Reports.

TOPIC: Part C Contracts

DISCUSSION: The Council discussed current and future contracts. Requests for Proposals (RFP) for new projects are ready to be mailed to prospective providers. Ways to support the Right Track program were discussed.

ACTION: A motion was made by Roxane Romanick and seconded by Linda Rorman that the Council write a letter to Governor Hoeven asking for his support of the Right Track Program, in particular the Right Track vision and increase in numbers of children served. The letter should include the Council's support of funding for Medicaid and DD case management. Motion carried with one abstention by Gene Hysjulien. Peg Crane and Roxane Romanick will draft and send the letter to Council members.

TOPIC: Evaluation Tool

ACTION: An RFP for the development of an evaluation form for the Council's projects (Right Track?) will be added to the list of other RFP's. Federal performance standards should be included in the evaluation, and an analysis of current tools and

their appropriateness for children ages 0 to 3 should be included in the Scope of Service.

TOPIC: Data Managers Meeting

ACTION: Deb attended a Data Managers meeting in August. The Annual Performance Report is now an online document, and all states' Annual Performance Reports can be viewed. The next report is due by the end of March, 2005.

TOPIC: Inclusion Conference

ACTION: Deb attended the Inclusion Conference in North Carolina. The website of the conference is: . Some of the presenters are coming to North Dakota.

TOPIC: Parent Stipend Policy

DISCUSSION: The parent stipend can be paid to family members on the Council only if they forfeit wages in order to attend meetings or if they are unemployed.

ACTION: A motion was made by Jeanette Kolberg and seconded by Linda Rorman to adjust the Council bylaws to include all members of the Council to receive the parent stipend if they meet the guidelines. All parents should sign a statement verifying their work status. Motion carried. Changes to the bylaws will be submitted to the Council for a vote at the next quarterly meeting.

TOPIC: Regional Interagency Coordinating Committee Recommendations

DISCUSSION: As recommended, Deb has met with each Regional ICC to review Quality Checklists. Quality Improvement Plans (QIP's) for each region should be completed soon. That information will be added to the Annual Performance Report. It is recommended that RICC's monitor their action plans, review the data for identified improvement areas, and focus on one primary cluster area per quarter.

TOPIC: Annual Performance Report Process

DISCUSSION: The next Annual Performance Report will cover July, 2003 through June, 2004 and is due by . All eight RICC updated annual plans will be posted on the website ( address? ) and should be discussed by the Council at its December quarterly meeting.

ACTION: A videoconference meeting for action steps for the APR should be set for the second week in January. The process for developing action steps should be a priority, and the APR should be reviewed at every June meeting. A formal Annual Performance Report subcommittee should be appointed.

TOPIC: NDICC Priorities

DISCUSSION: After discussing the priorities set by the Council at its November meeting, new priorities were made, including: monitoring, tribal issues, identification of gaps and strengths in services, and planning.

ACTION: Deb will send the list of Council priorities out soon for review again at the December meeting.

TOPIC: ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON

ACTION: Peg Crane and Roxane Romanick were re-elected as Chair and Vice Chair respectively.

TOPIC: Agenda Topics for December Meeting

DISCUSSION: agenda topics for the next meeting include:  
draft letter for Governor's signature  
draft bylaws changes  
send early intervention study  
send draft RFP's  
draft Council priorities  
review data from July, 2003 through June, 2004  
schedule videoconference between December and March meetings  
process for Title V programs – Tammy Millner

The meeting adjourned at 5:00 PM.